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On **2 June 2006**, per DOD directive, Fort Hood personnel (to include contractors) who require access to computers connected to the Fort Hood unclassified LandWarNet (NIPRNet) will be required to do so using their Common Access Card (CAC).

WHAT YOU MUST DO FIRST: For you the user, part of this process means you must possess the following:

- 1) A CAC with valid electronic certificates
- 2) Knowledge of your CAC's PIN
- 3) A CAC reader connected and properly installed on your computer system
- 4) Software required on your system to access your card (Netsign 5.5) - coordinate with your IMO or IASO for help.

WHAT YOU MUST DO SECOND: Once the criteria above is met, you must then "publish" yourself as being "PKI-enabled" to the Global Address List (GAL):

- 1) Insert CAC into your reader.
- 2) Click on little white icon on the lower right of your computer screen, next to the time (mouse-over "Cardstart")
- 3) When NetSign opens, click on 'Policies' tab.
- 4) Check 'Auto-register certificates with Outlook' and 'Publish to GAL'
- 5) Ensure 'Auto-register certificates' and 'Cache certificates' for IE are checked
- 6) If at any time prompted, enter PIN.
- 7) Click Accept.

If performed successfully, within 48-72 hours, you will notice the letters '(PKI)' next to your name in the GAL. Then you are complete!

*** **NOTE** ***

Contact your unit/organization IASO to check if you have valid certificates on your CAC, need a CAC reader, installation of required software, and if you need assistance publishing to the GAL.

You can obtain a valid CAC, valid electronic certificates, and reset your PIN (if you have forgotten it) at the DEERS/RAPIDS Issuance Facility in the Copeland Soldier Service Center, Bldg. 18010. If you are located in West Fort Hood, you can also obtain a PIN reset at OTC, Bldg. 92012, Rm. 114 (Monday through Friday 0800-1000 and 1300-1500).

DO NOT ATTEMPT TO LOGON USING YOUR CAC UNTIL INSTRUCTED TO DO SO!!!!

Doing so may erase your PIN. This message is being sent in order to prepare for the 2 June 2006 requirement.

For further information regarding CACPKI implementation, contact your unit IASO, or visit <https://iacacpki.army.mil>.

You also need to go to <https://cac.hood.army.mil/> and follow the instructions.